



MANAGER: FINANCE & ADMINISTRATION

Reference: RF-FAM-2026 | Menlyn, Pretoria

Closing Date: 10 August 2026

ABOUT OUR CLIENT

The Private Security Sector Provident Fund (PSSPF) is a well-established retirement fund providing provident fund services to its members across South Africa. The organisation is implementing a new approved organisational structure and seeks to appoint a capable and experienced finance professional to lead its finance and administration function.

ABOUT THE ROLE

The Manager: Finance & Administration is a broad, hands-on role responsible for the full financial management, administrative and human resources function of the PSSPF. The successful candidate will oversee financial reporting, budgeting, payroll oversight, statutory compliance and HR administration, and will work closely with external specialist consultants and the PSSPF administrator.

MINIMUM REQUIREMENTS

- Relevant degree in Finance or Accounting; professional membership (SAIPA, SAICA or CIMA) advantageous
- Minimum 5 years' experience in a financial management role within a regulated environment
- Experience in the retirement funds or financial services industry preferred
- Experience managing an HR function or HR administration
- Demonstrated experience overseeing external payroll and finance service providers
- Sound knowledge of pension fund legislation, financial reporting standards and statutory compliance requirements
- Familiarity with SARS submissions, audit preparation and fund administration processes

KEY RESPONSIBILITIES

- Manage the full financial function: budgeting, financial reporting, cashflow management and audit preparation
- Oversee the performance of the PSSPF administrator and monitor financial and investment reporting
- Manage payroll oversight and the relationship with the external payroll provider
- Serve as the primary HR function: employee relations, HR compliance, policy implementation and recruitment support
- Ensure full compliance with SARS obligations, statutory reporting requirements and applicable legislation
- Manage procurement processes and facilities administration
- Provide financial management reports to the Principal Executive Officer and Board

HOW TO APPLY

Submit your CV and a concise covering letter to: anthea.rogers@fempower.co.za

Subject line: RF-FAM-2026

Correspondence will be limited to shortlisted candidates only. Should you not receive a response within 4 weeks of the closing date, please consider your application unsuccessful. The PSSPF reserves the right not to make an appointment.

Appointments will be made in accordance with the PSSPF's Employment Equity plan and the organisation is committed to the principles of employment equity. Applications from previously disadvantaged individuals are encouraged.

Recruitment managed by Fempower Personnel (Pty) Ltd on behalf of the Private Security Sector Provident Fund.